

~~CONFIDENTIAL~~

AD/PR

16 February 1954

Ch/G/RE

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Maintenance of



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1. On 10 June 1953, ORR accepted responsibility for establishing and maintaining a centralized reference service for [REDACTED] materials within CIA. This action was taken in accordance with a recommendation from the AD/OCD, dated 18 May 1953. Responsibility for the function was delegated to D/GL.

2. This responsibility was accepted shortly before D/GL received a 12 percent cut in T/O. No provision was made at any time in the discussions for the creation of a T/O position to assume the responsibility for the new function. To date, D/GL has attempted to maintain this function on an overtime basis. The results have not been satisfactory. At present the distribution file is approximately one tenth completed. The ordering of backlog material is being conducted at the rate of 500 to 1,000 items per month. To date approximately 1,500 hours have been devoted to this program, almost entirely on an overtime basis. There is sufficient backlog on hand to require additional overtime even with a full time employee. Automatic distribution of charts and mosaics during December brought 2,200 sheets plus an unestimated number of textual material sheets into the Map Library. With a full time employee and approximately thirty hours overtime per week, at least six months would be required to organize [REDACTED] collection for adequate servicing.

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3. As a matter of interest, investigation has disclosed that ACIC has two full-time persons engaged in maintenance of the reference files [REDACTED] materials, and has been seeking to obtain two more.

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4. [REDACTED] chart and mosaic program is an important one. It is strongly felt that the maintenance within CIA of materials resulting from this program is properly a responsibility of D/GL. With the 12 percent personnel cut that has been suffered since responsibility for the new function was accepted, however, it is

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felt that D/GL cannot adequately perform the new function without the addition of one more slot to their currently authorized T/O of 43 positions. The staffing patterns of other components of the Geographic Research Area are such that the slot cannot be supplied from elsewhere within the Area without impairing the performance of some other functional responsibility.

5. It is earnestly requested that one additional GS-5 File Clerk slot be authorized for D/GL in order to properly maintain the central reference file of [REDACTED] materials for CIA. The principal duties of the proposed position are described in greater detail on Tab A. If the slot cannot be made available, it is believed that the propriety of continuing to attempt handling this function in D/GL should be carefully reviewed in the very near future.

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Enclosure: Tab A

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OCB/G/RR [REDACTED] mak

Distribution:

- 1 - St/A/RR
- 1 - OCB/G/RR
- 1 - D/GL

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment